

Access to BOPs

The final CAMS set-up processes are in progress. Once these processes are completed, the BOPS can be made available to the BOP users. The NOAA Budget Office will inform your Line Office when the BOP screen is available and the dates when BOPs will need to be entered and approved in CFS.

Budget Help Desk

From March 15-19, there will be minimal Budget Help Desk Support. During this week, if you have trouble entering BOPs, you may want to review the Frequently Asked Questions that are located on the CAMS website, or contact your Line Office for assistance before calling the Budget Help Desk. It may also be helpful to review the Budget Execution Users Guide to familiar yourself with the BOPs. On March 23, our office will be moving to Germantown, MD. After March 23, the current Budget Help Desk number 301-990-3420 will no longer be in service. During the move (March 23-24) if you need assistance, call the general CAMS Help Desk Support number 301-427-1023. I will let you know as soon as we know our new numbers.

Funds Management

Funds Control Enhancements for Category A, B and C - One of the reasons we delayed entering BOPs for FY 2004 was to incorporate the new Category enhancement into CAMs. Because NOAA was not technically in compliance with funds control, as established on the OMB apportionment document, it was determined that the system needed to be enhanced so that NOAA would be in compliance. This enhancement will allow NOAA to control funds by Apportionment Categories A, B and C on the Funds Management Parameter Maintenance Screen, and the associated transaction screens. As a result of this modification the apportionment category field needed to be added to many of the screens, tables and views. In order for NOAA to be able to spend at the start of FY 2004, the NOAA Budget Office entered all LO funding as Category A. Once the Category A/B enhancement was in place, they reversed all of the allotments and apportionments that originally had been entered as Category A and re-entered them in the new categories and item numbers.

Background - An apportionment is a distribution of amounts available for obligation in an appropriation or funds account into amounts available for specified time periods, programs, activities,

projects, objects or combinations thereof. These apportioned amounts limit the obligations that any agency or bureau may incur. The following Categories designate how the funds can be apportioned:

Category A is apportioned at the quarterly level.

Category B is apportioned by activity, project, object class or for a period other than quarterly

Category C are funds not subject to apportionment

The majority of NOAA's ORF funds are apportioned as Category B, at the Line Office level by quarter. In PAC, funding is also apportioned as Category B at the Line Office level by quarter.

A fund code can now have up to five different funds control masks (Category A, B1, B2, B3 and C) on the Funds Management Parameter Maintenance Screen, which establishes default settings that affect how funds control will operate within a particular fund in the CAMS system.

How will these Category changes affect you as a BOP user?

CM004 - every project code will now carry a Category and Fund Code Fiscal Year designation. This must be activated in order for the project code to be used in a particular FCFY. The Budget Office will ensure that each new project will be assigned a category designation.

FM066 Budget Operating Plan

Category and Item No. - When the NOAA Budget Office establishes the Apportionments for Funds 27 and 28, each Program 1/Budget Activity Code will be assigned a Category and an Item Number. Most direct funds in FY 2004 have been categorized as "B1." Each Program Code will be assigned a unique Item Number. Below is a screen print of the Category and Item No. window when the user double clicks in the Category field on the BOP. You will need to find the Item No. associated to your Program. In the current setup an Item No. is assigned to each Budget Activity (first level of the program code). Therefore, an Item No. will have many Programs associated to it. (Ex. Program 01 is assigned Item No. 1, Program 02 is assigned Item No. 2.) If the correct Item No. is selected and an incorrect Program is selected when you are creating your BOP, the funding pools will not display if the Program Code associated to the Item No. does not match the Program Code entered in the ACCS fields on the BOP. Reimbursable funds have remained as Category "A".

Category	Item No	Project	Task	Program	Object	Begin Date	End Date
B1	1	0000000-000		01-07-04-003	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	1	0000000-000		01-07-04-004	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	1	0000000-000		01-07-04-005	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	1	0000000-000		01-07-04-007	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	2	0000000-000		02-13-01-001	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	2	0000000-000		02-13-01-002	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	2	0000000-000		02-13-01-003	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	2	0000000-000		02-13-01-006	00-00-00-00	01-OCT-2003	30-SEP-2004
B1	2	0000000-000		02-13-01-009	00-00-00-00	01-OCT-2003	30-SEP-2004

Funds Control - As we prepare to enter BOPs into the system, I thought a review of funds control for FY 2004 would be helpful. This year funds have been allotted quarterly. This is different from last year, where funds were allotted annually. When funds are allotted annually, budget plans can be created for any quarter. This year, since NOAA is allotting quarterly, the system will restrict you from creating budget plans in excess of the amount allotted to your Line Office for that quarter. Any remaining funds allotted from earlier quarters that have not been BOPed are added to the "superpool" and are available to be BOPed in a later quarter. This functionality has not changed from last year.

Funds Checking - At the end of each quarter, fund balances for a program and project may be insufficient for negative BOP transactions. When approving a negative BOP, a user may receive a message "ERROR in Funds availability check. Failed to insert into G/L." This is a warning to alert the user that if the BOP is approved, the plan amount would be reduced below the remaining funds available, and the system will not allow the BOP to be approved. If you receive this message, you will need to reduce an object class detail line from a future quarter in order to pass the funds available check.

Funds Balance Table - The Funds Balance Table is where CAMS stores the information on the funds remaining in the "Funds Control" pool. There is a row in the table for each funds control pool. The Category has been added to this table. Below is an example of a row in the Funds Balance table for the following funds:

Direct Funds

Org 09-**-*****-**-**-**-**

Program Code	09-**-**-***
Project Code	*****
Category	B1

Reimbursable Funds

Org	99-**-*****-**-**-**-**
Program Code	99-99-99-999
Project Code	1234567
Category	A

A * denotes data that has been summarized. As you can see in the above examples, all allotments and obligations are summarized at a high level. Since funds checking is at the Line Office and Budget Activity for direct funds, the program that you are trying to reduce may have sufficient funds remaining in the plan to complete the negative BOP, but obligations that have been made under another program in the same Budget Activity, may prevent a user from reducing their plan. Since reimbursable funds have tighter funds control (full program and project), obligations in another project will not restrict the adjustment of a BOP involving another project within the same program.

Each line of this table will now be associated with a funding category. The project codes that have the same corresponding FCFY and Category will draw down on that line in the table. And likewise will be increased by the appropriate allotment entries.

A new Quick Report has been developed to provide access to the Funds Balance table in CFS production. This will allow you to obtain up-to-the-minute status of your funds. See Advisory No. 8 for further instructions on how to access this report.

Also, the Funds Balance query in Discoverer has been modified to include the category and is still available to users with the LO business area.

Notes - The Notes field on the BOP screen should always be populated. If the Notes field is blank, the approving official should disapprove the BOP and send it back to the requester so that the BOP can be updated with a note. The general rule is to retain the Allotment Notes standard language except

for transfers. Additional text can be added, if the standard language is not sufficient to describe the BOP. Transfers between LOs or FMCs should be recorded as: From xx-xx to xx-xx for "Reason" (where xx-xx represents the first two segments of the organization.) Notes can be changed before a BOP is approved. Once the requester has approved the BOP, the Approver can disapprove and the Note can then be changed. It is only when the BOP has been through the final level of approval that the Note field cannot be changed.

Budget Month

Since all months through February are in final close, any Effective Date of October 1 through March 31 entered on the object class detail line will default the Budget Month to 6 (March is the 6th month of the fiscal year). On the FM166 the object class plans will display in the 2nd quarter.

BOP Approval - There are several scenarios that will restrict a requestor and an approving official from approving a BOP:

Negative BOPs

1. As stated earlier, when approving a negative BOP, the system checks to ensure that there are available funds. When the requestor approves the BOP, there may be funds available to allow the BOP to be approved. However, because of the time delay from the initial approval to final approval, there may be costs that are incurred that will not allow the BOP to be fully approved.

Positive BOPS

1. If there is a time delay from when the BOP is created to when the approval is requested, the pool balances may not have sufficient funds, since the funds are not “reserved” until the BOP has been requester approved. Even though the allotment pool was selected on the unapproved BOP, the BOP cannot be approved.

2. For approvals, the order in which the BOPs are approved can result in Insufficient Funds. If an approver receives the message “Warning: Insufficient funds available in allotment pool”, you may need to approve a negative BOP awaiting approval so that funds can go back into the Allotment Pool. Then the positive BOP can be approved.

In the following example, the Line Office has received an allotment of 4,000. Each FMC has entered an initial BOP leaving a zero balance in the allotment pool. When FMC1 transfers (ADJUST) 100 to FMC3, the 100 is put back into the LO pool. FMC2 also receives notification that they are to receive 75 from FMC1. If, in this scenario FMC2, enters their BOP before FMC1, there will be insufficient funds (25 remaining) for FMC3 to select from the pool. Not until the LO has approved both negative BOPs will there be sufficient funds for FMC3 to draw down from the pool.

Allotment = 1,000

BOP No.	FMC1	FMC2	FMC3	Allotment Balance	Description
1-0	500			500	Initial Target
2-0		200		300	Initial Target
3-0			300	0	Initial Target
1-1	-100			100	Fr: FMC1 to FMC3
2-1		75		25	Fr: FMC1 to FMC2
3-1			100	Insufficient Funds	Fr: FMC1 to FMC3
1-2	-75			100	To: FMC2

WF002 - Documents Requiring Approval

The WF002 screen is used to approve all types of documents in CAMs. For those of you who have the authority to approve BOPs and Purchase Card transactions, the screen will display both types of transactions. Since the Purchase Card System is a web-based application, the Purchase Card transactions cannot be approved while in the CFS GUI application. When in the WF002 screen to approve BOPs, a user can query the screen by typing OPER in the TYPE field and executing the query. This query will retrieve and display only the Budget Operating Plans. As long as you have Purchase Card transactions awaiting your approval, you may want to perform this query each time you enter into the WF002 screen to view only BOP transactions.

WF003 - Message Retrieval Screen

This screen displays messages to users when documents are waiting approval or when documents have been rerouted. If the messages are not deleted, they will remain on the screen and new messages will be appended to the end of the list. To keep only the most current message, click on the message(s) you wish to delete, click on the Delete Record (red X) icon on the menu bar. Click on the Save (disk) icon to commit the change. The system will display a message "Transaction complete: _ records applied and saved.". If you want to view a portion of the records, most of the fields in this screen can be queried. You will need to enter in a query that will uniquely identify a portion of the records in which to view. Currently there is no functionality to sort the messages in a different order than the way they are appear on the screen.

FM006 - Budget Operating Plan Template

A Template has been established for the following Fund Codes:

01 02 06 07 23 27 28

Each template creates a quarterly detail line on the BOP Detail screen for the following object classes:

1110 2100 2200 2300 2400 2500 2600 3100

You may add additional object class detail lines or delete any unnecessary detail line. The template will automatically populate the Unit field with FTE. Given the above situation, the Unit field may be left as FTE, even on the detail lines that contain non labor object classes. The Unit field is used as a basis to summarize the amounts in the Quantity field. If the object class is a non labor object class, leave the Quantity as zero.

If anyone needs additional Templates established, please send your request through your Line Office contact. I will need to know the Fund Code, object classes and a 6-letter name to identify the template. Each template name must be unique

WEB

If you want to view Advisories 1 thru 8, they can be found on the CAMS Website at:

<http://www.rdc.noaa.gov/~cams/budgetinfo.htm>